

REVISION SUMMARY

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

<u>Item</u>	<u>Summary</u>
Subject Index	Updates entries.
Chapter 0001	<u>Introduction</u> Updates Section 0030 regarding SAM publications and contacts.
Chapter 0700	<u>Travel</u> Changes "Budget Revisions" to "Transfer of Budget Allotments" in Section 0760. Section 0761 updates procedures for distribution and approval of blanket requests. Section 0764 adds text specifying that DOF will approve and distribute STD. 257 submittals. Updates the procedures for distribution and approval of individual trips requests.
Chapter 2800	<u>Publishing/Printing</u> Creates new Section 2870. Discusses "Union Label On Printing".
Chapter 7900	<u>Reconciliations and Reports</u> Separates 7969 Illustration from page 7974. Corrects form name and deletes reference to form availability in Section 7975. Updates STD. 445. Section 7990 updates the Calendar of Reports and Action requirements.
Chapter 8400	<u>Disbursements</u> Section 8426 specifies that requests to issue stop payments on erroneously issued warrants must be sent SCO instead of BOC. Section 8426.1 updates information and procedures regarding "Lost or destroyed Warrants". Updates STD. 435. Creates a new Section 8426.2. Establishes procedures for "Lost or Destroyed Payroll Warrants". Departments may issue office revolving fund checks to replace lost or destroyed payroll warrants.
Chapter 8500	<u>Payrolls</u> Section 8500 replaces "California Administrative Code" with "California Code of Regulations" and personnel office with human resources office. Makes minor edits for acronyms. Section 5810 updates reference for the Board of Control Rule from 652 to 633.2, and replaces "California Administrative Code" with "California Code of Regulations". Section 8512 makes minor technical changes. Section 8520 adds references to DPA, direct deposit payments, and disability payments. Revises references from OASDI to Social Security/Medicare and from Director of Internal Revenue to tax authorities. Section 8540 specifies that overtime compensation should be authorized and issued in accordance with bargaining unit agreements.

Item**Summary**

Section 8572.4 adds provisions identifying information sources to value the use of state vehicles. Requires departments to report taxable personal use of state vehicles to SCO within specific time period; and that taxes will be reported and withheld from the employee's next regular paycheck.

Section 8580 makes minor technical and grammatical changes.

Section 8580.1 makes minor technical and grammatical changes.

Section 8580.2 adds narrative concerning the release of salary warrants up to two hours prior to end of the work shift.

Section 8580.3 replaces "Division of Disbursements" with "Division of Administration and Disbursements". Adds narrative specifying that over or under payments should be made in accordance with bargaining unit agreements.

Chapter 18000

Trust and Agency Funds—Other Makes grammatical and technical changes to several sections.

Section 18420 makes minor corrections to narrative for clarity.

Section 18424 makes minor corrections to narrative for clarity.

Section 18424.1 makes minor format changes.

Section 18424.2 makes minor grammatical changes.

Section 18424.5 makes minor corrections to narrative for clarity.

Section 18424.6 makes minor grammatical and technical changes for clarity.

Section 18424.7 makes minor format changes.

Section 18426 makes minor edits for acronyms.

Chapter 19420

Trust And Agency Funds—NON-Treasury Section 19462 makes minor grammatical and technical changes for clarity. Specifies that STD. 445 is no longer required to be sent to the Bureau of State Audits.

Section 19463 makes minor grammatical and technical changes for clarity. Specifies that STD. 445 is no longer required to be sent to the Bureau of State Audits.

REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page. Be sure to note that this revision package has been inserted into your SAM by completing the State Administrative Manual (SAM) Revision Log (OIS-SAM) form located at the beginning of your SAM.

<u>Remove Page(s)</u>	<u>Consecutive No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutive No. of Sheets</u>
Page 13 SUBJECT INDEX thru Page 14 SUBJECT INDEX	1	SAME	1
Page 17 SUBJECT INDEX thru Page 19 SUBJECT INDEX	2	SAME	2
Page 0030 thru Page 0030 (Cont. 4)	3	SAME	3
0754 thru 0765 (Cont. 1)	3	SAME	3
Page 2800 INDEX	1	SAME	1
Page 2820 (Cont. 1) thru Page 2850	1	Page 2820 (Cont. 1) thru Page 2865	1
7900 INDEX	1	SAME	1
7969 ILLUSTRATION thru 7974	1	7969 ILLUSTRATION thru 7974	2
7975 ILLUSTRATION	1	SAME	1
7990 thru 7990 (Cont. 2)	2	7990	1
8400 INDEX thru 8400 INDEX (Cont. 2)	2	SAME	2
8424 thru 8426.1 ILLUSTRATION (Cont. 5)	6	8424 thru 8426.2	4
8500 INDEX	1	SAME	1
8500 thru 8520	3	SAME	3
8537 thru 8540	1	SAME	1
8572.2 (Cont. 1) thru 8580.1	1	8572.2 (Cont. 1) thru 8580.3	2
18420 thru 18424.7	2	SAME	2
19425.3 thru 19463 (Cont. 1)	2	SAME	2